

Southeast-Warren Community School District



MOBILE LEARNING DEVICE AGREEMENTS AND HANDBOOK 2017-2018

Chromebook Initiative Vision

Provide each student with a Chromebook to:

- Connect them to their world
- Enhance teaching and learning
- Become productive digital citizens
- Use digital tools for academic and personal learning
- Differentiate instruction
- Embrace 21st Century learners with Iowa Core 21st Century Technology Skills: create, collaborate, and communicate

Agreement Forms

Agreement forms for the use of the Chromebooks are required of students and their parent/guardian. Agreement forms will be completed and submitted to the school before receiving the Chromebook. The forms are included in this handbook.

Chromebook, Accessories, Distribution and Collection

1. Equipment and Accessories

Ownership and Inspection: The Chromebook and accessories are the property of the Southeast Warren Community School District (SEWCSD) and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on the Chromebook or a school supplied email and online document storage service. All equipment will be checked in at the end of each school year and reissued the next fall.

Equipment Provided: All Chromebooks include a protective case, a power adapter and cord, and software/applications. SEWCSD will maintain records of the inventory and serial numbers of provided equipment.

Substitution of Equipment: In the event the Chromebook is inoperable, SEWCSD has a limited number of spares for use while the Chromebook is repaired or replaced. However, SEWCSD cannot guarantee a loaner will be available. If a loaner is received by the student, this agreement remains in effect for such a substitute. The student may NOT opt to keep a broken Chromebook or avoid using it due to loss or damage. Please note that if the student forgets to bring the Chromebook to school, a substitute will not be provided.

2. Receiving a Chromebook

Chromebooks will be distributed each fall on Open House night. Parents/Guardians and students must sign and have on file the Student Technology Responsible Use Policy Agreement and Mobile Learning Device Agreement Forms before the Chromebook will be issued to the student.

If Administration or parent/guardians feel that taking a Chromebook home each night is not in the best interest of the student or the device, Southeast Warren CSD reserves the right to collect the Chromebook at the end of each school day and to return it to the student when they return to school.

3. Returning Chromebooks at the End of the Year

Chromebooks, cases, and accessories will be returned at the end of the school year, at a designated time and place which will be announced. Students who graduate early, withdraw from school, are suspended or expelled or otherwise terminate enrollment at Southeast Warren CSD for any reason must return their Chromebook and accessories by the date of such termination. The District may also request collection of the Chromebook and accessories at any time.

4. Deposit and Fines

Students and their parents/guardians will be charged a \$50.00 deposit which must be paid in full before receiving the Chromebook. This deposit will be on file for the duration of the student's Junior High or High School enrollment. If the Chromebook and accessories are

returned in satisfactory condition as determined by the Southeast Warren CSD staff, then the deposit will be returned. The deposit amount may be reduced by the actual costs of damage to or loss of the Chromebook and/or accessories. Deposit accommodations may be made prior to distribution by administrative staff.

The student and parents/guardians will be responsible for any damage to the Chromebook and/or accessories and must return the Chromebook and accessories in satisfactory condition. The student and parents/guardians will be responsible for the cost of repairs due to damage, not to exceed the replacement cost of the Chromebook and/or accessories. Refer to Damage or Loss of Equipment (section 7) for more details.

If a student fails to return the Chromebook and/or accessories at the end of the school year or upon termination of enrollment at SEWCSD or when requested by the District, that student and parents/guardians will be charged the replacement cost of the Chromebook and/or accessories and may be subject to criminal prosecution or civil liability.

Chromebook Care, Storage and Security

1. General Use

- Students are responsible for bringing their Chromebook to school and having it properly charged each day.
- You are responsible for returning the Chromebook, case, and power supply at the end of the semester/year. The label and district tags should be intact and should correspond to the specific student on file it is checked out to.
- Only labels/stickers/other items approved by the District may be applied to the Chromebooks or case.

2. Chromebook Care

Students are responsible for the safe and proper care of their Chromebook and accessories. Chromebooks that are not working properly are to be taken to the principal or the technology department.

- Clean the Chromebook screen with a clean, soft cloth. Never use rubbing alcohol or any other cleanser to clean the surface of the Chromebook.
- Never store your Chromebook in areas of extreme heat or cold, direct sunlight, or moisture, as this could damage the Chromebook.
- Store the device on a desk or table - never on the floor or bed!
- Do not put the device in a position where it could be dropped, pushed or otherwise bumped as this could also damage the device.
- Cords and cables must be inserted carefully into the device to prevent damage. **Make sure there are no ear phones plugged into the Chromebook when closing the case.**
- The Chromebook case provided to you by the District is to remain on the device at all times. It is intended to provide protection for the Chromebook when being used and transported. The cases are designed to minimize damage potential by allowing use without removing from the case.
- Make sure that when your Chromebook is in a book bag that it is free of any heavy books that may press upon the device and the device screen.

3. Screen Care

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device when closed, stacking books on top, and placing objects in a book bag that would apply pressure to the screen.
- The screen must be cleaned with a soft cloth or anti-static cloth.
- The device must not be bumped against lockers, walls, car doors, floors, etc. as it could crack the screen.

4. Transporting Care

- Do not leave the device unattended in an unlocked car or locker.
- Do not leave the device in a vehicle.
- Individual policies will be made for each extracurricular activity by the sponsor or coach. The policies should include if the Chromebook is allowed to travel with the student and how the students should care for and secure their Chromebook. A Chromebook should not be left in an unsecured location and the student still retains full responsibility for that device no matter the location.

Chromebook Use

Chromebooks are intended for educational use at school each day. In addition to teacher/class expectation for Chromebook use, school Gmail messages, Google Docs, and Web Apps may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

All use of the Chromebook shall be subject to the terms of this handbook and other applicable Southeast Warren CSD policies, including, but not limited to, the Student Technology Responsible Use Policy.

1. Chromebook Not at School

If students do not bring their Chromebook to school, they are responsible for getting the course work completed as if they had their Chromebook present.

2. Chromebook Undergoing Repair

A loaner Chromebook may be issued to students when their Chromebook is in for repair. There may be a delay in getting a Chromebook should there not be any available to loan. This agreement remains in effect for the Chromebook on loan.

3. Charging the Chromebook

Chromebook must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. In cases where use of the Chromebook has caused the battery to become low, students may be able to connect their Chromebooks to a power outlet in class (at the teacher's discretion), cafeteria or the library.

4. Inappropriate Content

- Inappropriate media may not be used as a lock screen/wallpaper photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or photos may result in disciplinary action.

5. Sounds, Music, Video, Photos, Games or Web Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Chromebook and can be used at the discretion of the teacher. Music, video, games, and Web Apps should be stored locally and not streamed for use.
- All Web Apps and content appropriateness is at the discretion of district personnel.

6. Capturing Video, Audio, Pictures

- Using the Chromebook to capture video, audio, or picture media requires consent of all persons being recorded.
- Persons being recorded must be informed of the media's intended use.
- Recordings must be approved by a staff member.
- The use of cameras is strictly prohibited in locker rooms and restrooms.
- The academic purpose of the recordings must be evident and clear to those involved.

7. Printing

Printing may not be available directly off of the Chromebook. Students should save items via Google Drive, an email, or other means. Students may then use a school lab computer to access the Google drive or email to print the document. Students should be mindful of the need to print and are encouraged to use digital content instead of printing. Students are able to print outside of school using personal printers.

8. Network/Wireless Connectivity

SEWCSD cannot guarantee 100% network uptime, and is not responsible for lost or missing data. If you lose data connectivity on your device please report it to your teacher or bring it in to the office.

- Wireless access is available at school.
- District Chromebooks and equipment will use the District network. Non-District rogue, hotspots or hubs should NOT be used. If Chromebooks are found to be using other access points, the access point device will be turned over to administration.
- The Chromebooks are able to access wireless points outside the schools' campuses. Various businesses have available public access points that can be used. Students should use public or personally owned access points, and not privately owned points without the owners' permission.

9. File Storage on Device

Content on the Chromebooks is foremost academic. Students should keep space available for academic content. If storage space gets low as deemed by District personnel, students will be asked to remove non-academic content or assisted in this regard by District personnel.

- Compliance to storage availability should be within 24 hours of notice or device is subject to data removal.
- Repetitive violations may be subject to advanced management settings on the device.

Managing Files

1. Saving Work on the Chromebook

- Students will be allowed to save their work onto the device. Getting information off the device may require a District-approved file storage/transfer system.
- Larger files should be moved off the Chromebook through District approved processes. Smaller documents should be emailed off the Chromebook as attachments or saved in the Hard Drive.
- Students should understand that their data is not private. The device may be checked at any time by Southeast Warren administrators and staff.

2. Managing and Backing Up Data

SEWCSD is not responsible for backing up content on the device. Students need to be responsible for sensitive data that might be lost in the event of a device failure. Students need to be responsible for using their Google account, the Chromebook, and mobile storage devices to save and backup their own data

Chromebook Applications

1. Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

All work is stored in the cloud. Users can create an archive of their Google accounts at any time as a backup. Google also provides a limited document retention policy for recovery of files lost in the cloud. Notification of lost files needs to be reported immediately to have any chance of retrieval.

2. Chromebook Management and Initial Configuration

The District will image the Chromebooks. The setup and content originally installed on the Chromebook by the District must remain on the Chromebook in usable condition and be easily accessible at all times. In some cases, students will be directed to delete Web Apps and content. There will be instances that the school asks students to install Web Apps to be used in a specific course.

3. Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students may use a personal Google account to download personally selected Web Apps, music, books, and movies provided that the content is consistent with the terms this agreement and other applicable SEWCSD policies, including the Student Technology Responsible Use Policy. Students are responsible for selection and any cost incurred on personally-installed Web Apps, music, books, and other content.

4. Inspection

The Chromebooks may be inspected at any time by District administrative or technology personnel, including via electronic remote access.

5. Technical Issues and Data Loss

If technical difficulties occur or illegal or inappropriate Web Apps or other content are discovered, the Chromebook may be reimaged. The District does not accept responsibility for the loss of any applications/content deleted due to re-imaging.

6. Updates

Updates for licensed applications installed by the District will be done by the District. Students may be required to check in their Chromebook for updates, syncing and imaging. Advanced notice will be given for these processes to the extent possible and such processes may occur throughout the year.

Damage or Loss of Equipment

1. Responsibility for Damage

The student is responsible for maintaining a 100% working Chromebook at all times and shall return the Chromebook and accessories at the end of the school year (or such earlier time as required) in the same working condition. The student shall use reasonable care to ensure that the Chromebook and accessories are not damaged.

Students may be held responsible for the repair costs for ALL damage caused to their Chromebooks and accessories which are not covered by the Warranty including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

2. Repair/Replacement Costs

In the case of damage, the student and parents/guardians will be responsible for the cost of repairing the device. The repair cost will be equal to the cost of the replacement parts needed for the device. Should the cost to repair exceed the cost of purchasing a new device or item, the student and parents/guardians will pay for full replacement value. Lost items such as cases, adapters and cables will be fined at the actual replacement cost.

Fines are variable based on parts and Chromebook model. Repair fines may be collected before scheduling the repair or replacement.

3. Damage or Loss from Negligence

SEWCSD reserves the right to charge the student and parents/guardians the full cost for repair or replacement of the Chromebook at any time, such as when damage occurs due to gross negligence as determined by Southeast Warren CSD administrative personnel.

Examples of gross negligence may include, but are not limited to:

- Leaving the Chromebook unattended and unlocked.
- Lending the Chromebook to others other than one's parents/guardians.
- Using the Chromebook in an unsafe environment.
- Using the Chromebook in an unsafe manner.
- Intentionally causing damage to the Chromebook.

4. Responsibility for Loss

Students and parents/guardians will be responsible for the full cost of replacement of the Chromebook and/or accessories in the event of the device being lost.

5. Actions Required in the Event of Damage or Loss

Students and parents/guardians must report any Chromebook damage or loss immediately to the Principal. If the Chromebook is stolen or vandalized while not at SEWCSD Schools or at a SEWCSD sponsored event, the parent/guardian shall file a police report.

6. Technical Support and Repair

SEWCSD does not guarantee that the Chromebook will be operable, but will make technical support, maintenance and repair available.

Chromebook Agreement Form

Students and parents/guardians will complete the agreement form at the end of this document. This form will be on file at the High School.

BYOD - Bring Your Own Device

Students may wish to bring their own device to school. The student and parents/guardians must sign and comply with the Privately-owned Computer Use Policy Agreement prior to accessing the school network.

Google Apps Access: If students wish to use their own device in lieu of a Chromebook, they students must be able to access their Google Apps for Education (Gmail, Google Drive, etc.) on their laptop to accommodate classroom activities.

Anti-virus Software: Current anti-virus software must be installed and kept up to date on the computer prior to accessing the school network. If none is installed, the District technology department will install a freely available anti-virus solution.

In addition:

- All district policies as well as the above policies apply to the use of a student's personal device in the school.
- For Internet access, the student must connect the device to the district network.
- Student retains full responsibility for damages or loss of their device.

Southeast Warren Community School District Chromebook Agreement Form

The following items reiterate some of the most important points covered in the Digital Learning Environment Handbook. Review and initial each statement as agreement and understanding of your part in the program.	Student Initial	Parent Initial
I understand that I am responsible for taking care of the Chromebook and accessories, including proper cleaning, avoiding hot and cold temperatures, and keeping the Chromebook in the provided case.		
I will not leave my Chromebook unattended unless it is locked in a secure place. I (or parents) may be fully responsible for the cost of replacement should my Chromebook become lost or stolen.		
I understand that I (or parents) may be fully responsible for the cost of repair or replacement due to damages that occur to the Chromebook issued to me or damages I may cause to another student's Chromebook.		
I will bring the Chromebook to school every day and to the best of my ability have it fully charged.		
I will use the Chromebook for educational purposes and in accordance with the Student Handbook and other applicable Southeast Warren CSD policies, including, but not limited to, the Student Technology Responsible Use Policy. I will use academic appropriate sounds, music, video, photos, games or applications.		
I will not attempt to or use any software, utilities, applications or other means to access Internet sites or content blocked by filters.		
I will keep 5 GB of the Chromebook as free space. I understand I may be asked to delete personal content.		
I will read and follow general maintenance and other messages from school technology personnel.		
I will only use the Chromebook recording capabilities for academic purposes, with consent of the participants, their knowledge of the media's intended use, and staff approval.		
I will report any problems with my Chromebook to a member of the technology support staff in a timely manner. The only technology support for the SEWCSD Chromebooks are through the SEWCSD technology department; not a store or technology service.		
I understand that the District owns the Chromebook and has the right to collect and inspect the Chromebook at any time. I have no expectation of privacy in the Chromebook or any materials and/or content contained therein		
While off campus, I will abide by Southeast Warren CSD's policies and agreement with respect to use of the Chromebook, including but not limited to the Mobile Device Agreement items and the Student Technology Responsible Use Policy/Agreement items.		
I will only use public or personally owned access points and not privately owned points without the owner's permission.		
I will turn in the Chromebook and accessories on or before the designated day and location.		

We have read the Mobile Device Agreement and the Student Technology Responsible Use Policy and agree to the stated conditions. We also understand that a \$50 deposit needs to be submitted and processed prior to the issuing of the student Chromebook. Questions or accommodations regarding the device should be directed to the Principal or Office Staff.

Student Name (print) _____ Date _____

Student Signature _____

Parent Name (print) _____ Date _____

Parent Signature _____

WE WILL BE OPTING OUT

Office Use Only: Deposit Paid (Amount) _____ Cash _____ Check _____ CRCD _____ Online _____

**Receipt of Chromebook Deposit
For your tax records**

Parent/Guardian Name _____

Date _____ **Amount Paid \$** _____

District Signature _____